

**Phoenix Program**  
**Process Definition – General Ledger**

Process	<b><i>Journal Budget Checking</i></b>
Process Number	<b><i>GL – 002</i></b>

***Description of Process***

Budget Checking is a batch program that will be run during nightly processing. The Budget Checking process verifies the following information:

- Verifies that the account type requires budgetary control
- Verifies that the journal date falls into a valid fiscal year and period
- Validates the transaction type against the time limits defined for that type (Fiscal Year Transactions)
- Verifies that the account is not a System Maintained account
- Validates that the correct ChartField values have been filled in based on the definitions from the Budget Key panels
- Translates Actuals ChartField values and Budget ChartFields as defined on the Budget Checking Definition panel
- Verifies, on a transaction-by-transaction basis, that funds are available

Users will not have access to run the Budget Checking Process on-line either from the Budget Checking Icon or the Budget Checking Process. Journals that pass the Budget Checking Process will be available for Posting. Journals that fail the Budget Checking Process will Recycle so that errors can be corrected.

***Input to Process***

Valid journal entry that has passed the Edit process with complete and accurate ChartField line information.

***Output of Process***

Journals that pass the Budget Checking Process in the batch jobs that run in overnight processing will have a status of "Valid" and will post to the ledger. Journals that do not pass will Recycle and errors must be corrected prior to posting. There is a Budget Exception Report produced nightly with detailed error messages for all rejected Journals.

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

## Phoenix Program Process Definition – General Ledger

### *PeopleSoft Panel Groups being Used*

Function	Panel Group
Process	Journal Budget Checking

### *Business Process Description*

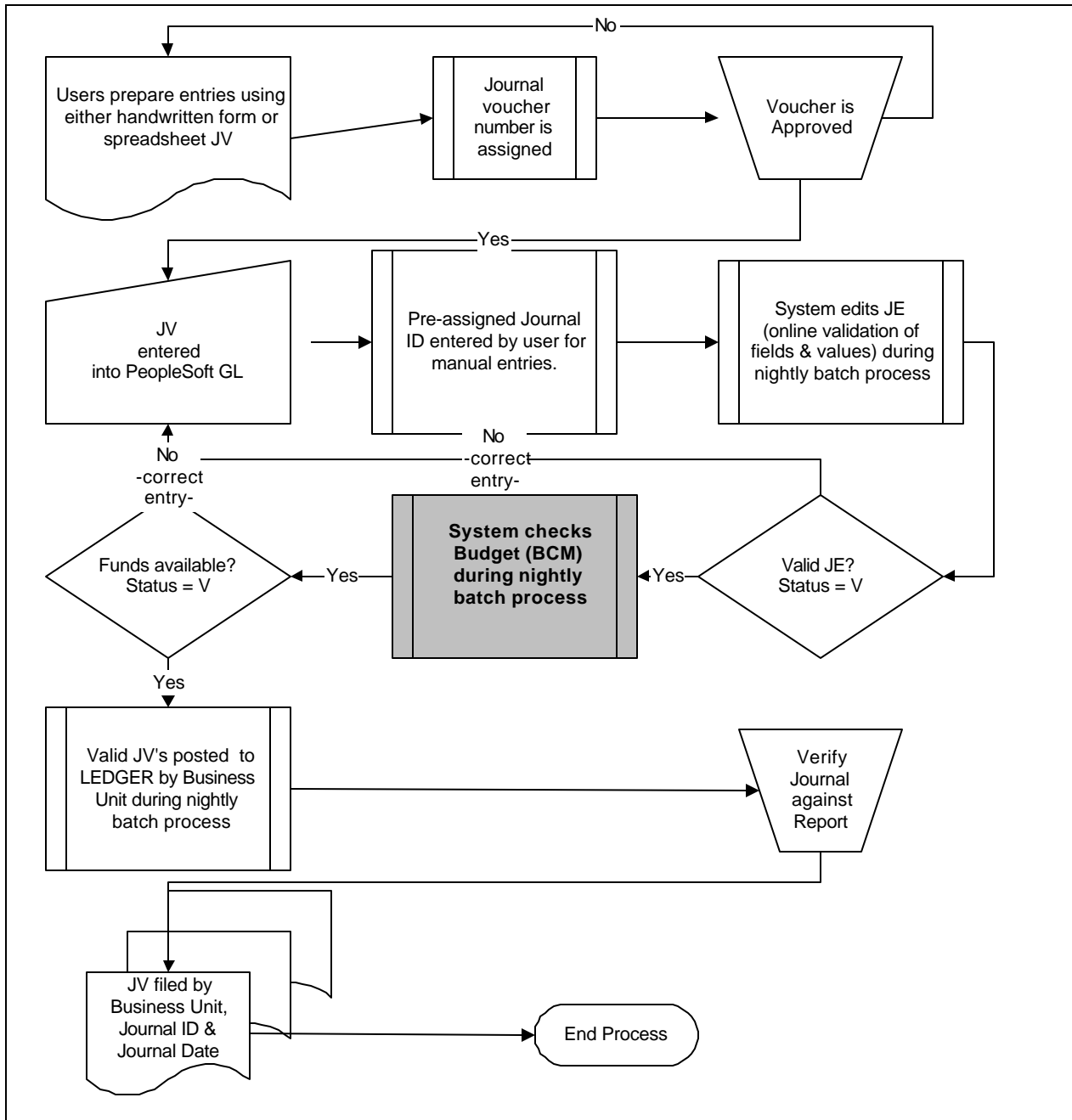
Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1: Budget Checking Process</u></b> Budget Checking Process runs during nightly batch processing. Journals either pass or fail.	Centralized
<b><u>Step 2: Journal Status</u></b> Journals that fail will Recycle. Journals that pass will have a status of "Valid" and will be available for Posting. A Budget Exception Report will be produced nightly with detailed error messages for rejected journals.	Centralized
<b><u>Step 3: Valid journals proceed to Post process</u></b>	Centralized
<b><u>Step 4: Correct Errors</u></b> Agency will review and correct Journals listed on the Budget Exceptions Report.	Agency
<b><u>Step 5: Recycle</u></b> Journals that failed the Budget Checking process will go through the Edit process again in the next night's batch. Repeat steps 2-5 until Journals have a status of "Valid" for the Budget Checking Process.	Centralized

### *Forms Used with Process (#)*

\*\*Attach sample form(s)

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## Process Flow Diagram (if appropriate):



## Process Signoff

Tested By  
Date Tested